

SMART INFORMATION AND CORRECTION PROCEDURES **(MARINE CORPS)**

GENERAL INFORMATION

The Sailor Marine American Council on Education Registry Transcript contains data for:

Active duty Marines
Members of the USMC Reserve
Marines who leave active duty on or after 1 JAN 1990

COURSE AND OCCUPATION INFORMATION

Military Courses and occupations are listed from their origin to the present. The following limitations apply:

- Formal course attendance dates and locations are, in most cases, not available electronically for courses taken prior to 1994. Therefore, resident courses prior to '94 may appear in the "Other Learning Experiences" section. If a DD 295 is submitted to the SMART Operations Center via the Navy College Center* providing documentation of the missing attendance dates and location, SMART can then display the courses in the appropriate recommended credit category. If the DD 295 is submitted directly from the education center, a fax copy will suffice, otherwise a certified/original DD295 should be mailed to the Navy College Center*.
- Prior to '97 MCTFS was limited to 10 formal school completions. Marines with more than 10, during that time, will be missing entries. Those entries above the 10-course limit were not captured in the electronic file. The field is now larger, so with proper documentation, Marines can have the missing courses run into their record.
- Prior to April '99, there was no assignment date for MOSs. On 22 April 1999, all Marines currently holding a MOS had this date entered as their MOS award date. With proper documentation, the correct date of MOS award can now be run into MCTFS. Anyone awarded a MOS after 22 April 1999 will have the actual MOS award date in his/her record.
- Aviation MOS skill levels are not captured in MCTFS. Therefore SMART displays all Skill Level recommendations for Aviation MOSs. To receive the additional credit for Skill Level 4, a Marine must provide a copy of their MATMEP to the academic institution.
- SMART receives all Marine Corps Institute (MCI) courses from MCTFS. You may submit documentation (certificates/personnel records) to have missing MCI courses added. SMART information will be updated.
- Non-resident leadership courses such as Staff Noncommissioned Officer (SNCO) Advanced Nonresident Program are available at various locations through MCI using a 4 digit number (7200). When the course is recorded in MCTFS, it is coded with the 3 digit (i.e., T3X) resident number. This causes a mismatch on SMART and the course prints in the Other Learning Experience category.

CORRECTIONS

The data is drawn from the Marine Corps Total Force System (MCTFS). Except in cases listed above, any required corrections/additions to an individual's SMART are accomplished through correcting the individual's MCTFS record as follows:

- Provide documentation of the course completion or MOS awarded to the Unit Diary/Admin NCO.
- Unit Diary/Admin NCO verifies the documentation and runs the entry into the MCTFS
- Correction appears on SMART following update to MCTFS.

FOR OTHER QUESTIONS ON SMART, CONTACT:

*Navy College Center
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Center for Personal and Professional Development
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